

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street
Suite 600
Saint Paul, Minnesota 55101-1854

Phone (651) 602-7900
Fax (651) 602-7914

Transmitted via Email

May 9, 2007

MINNESOTA BULLETIN NO. 260-7-21

SUBJECT: INF – 2007 MINNESOTA STATE FAIR

ACTION DUE BY: July 30, 2007

Purpose. To request volunteers to staff NRCS booth at the Minnesota State Fair.

Expiration Date. September 30, 2007

The Natural Resources Conservation Service will exhibit again this year at the Minnesota State Fair which is to be held August 23 – September 3, 2007. Volunteers are needed to staff our booth located in the Empire Commons Building. This year's theme will center around Backyard Conservation and will utilize a farm display from the Glencoe field office.

The booth must be staffed from the time frame of 9 a.m. to 9 p.m. daily. Each day will be divided into the following four-hour shifts:

9 a.m. to 1 p.m. 1 p.m. to 5 p.m. 5 p.m. to 9 p.m.

Employees covered under the Fair Labor Standards Act should make sure they select shifts within their normal work hours and account for travel time. Proximity to the Twin Cities will be a factor in the selection of volunteers. Please note, employees who are approved to work at the State Fair will be eligible for expense reimbursement, i.e., parking and mileage reimbursement.

Interested employees should first obtain permission from their supervisors. Please e-mail you desired shift(s) and shirt size to julie.macschain@mn.usda.gov by **July 30**. More detailed information about the 2007 State Fair will be provided to selected volunteers. For more information, contact Julie MacSwain, Public Affairs Specialist at (651) 602-7859 or julie.macschain@mn.usda.gov.

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WILLIAM HUNT
State Conservationist

Attachment – State Fair Signup Sheet

DIST: AE

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2007 Signup Sheet

Please get approval from your supervisor

August 20 – 22 Set Up

Thursday, August 23 *Thrift Thursday*

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Friday, August 24

9 a.m. to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Saturday, August 25

MN-PER-005 must be submitted

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Sunday, August 26

submit letter to the State Conservationist for consideration.

9am to 1pm
1 pm to 5 pm
5 pm to 9 pm

Monday, August 27 *Seniors & Kids Day*

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Tuesday, August 28

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Wednesday, August 29

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Thursday, August 30 *Seniors Day*

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Friday, August 31

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Saturday, September 1

MN-PER-005 must be submitted

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Sunday, September 2

Submit letter to the State Conservationist for consideration.

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

Monday, September 3 *(Labor Day)*

Last Chance Day and Kids Day

Work on Holiday Submit letter to the State Conservationist for consideration.

9 am to 1 pm
1 pm to 5 pm
5 pm to 9 pm

September 4 Take Down

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